Joining a Meeting

When hosts schedule Meeting Center meetings, they send an email invitation to invited attendees with the information on how to join and, if necessary, register for the meeting.

If you receive either an invitation or registration confirmation email, you can join the meeting from the email message. If you do not have an invitation or registration confirmation email, you can join the meeting from the Meeting Center site.

Meeting passwords are required for most meetings. Passwords are included in invitations and registration confirmations. If the meeting requires a higher security level., the host may relay the password to you by means other than email messages.

Join from an Email Message

If you received an invitation or registration confirmation email, you can join the meeting from the email messages.

To join a meeting from an email message:

1. Open your invitation or registration confirmation email message, and then click the link to join the meeting. *The Meeting Information page appears*.

   Note: If the meeting has not started, and attendees are not allowed to join before the host, the **Join Meeting** fields will be inactive.

2. Under **Join Meeting Now**, enter your name, email address and the meeting password. Your email address and meeting password may be automatically populated depending on meeting and site settings.

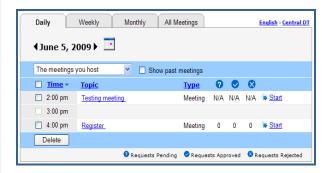3. Click **Join Now**. You are connected to the meeting.

Join from a Meeting Center Site

To join a meeting from a Meeting Center site:

1. Open your web browser and navigate to the Meeting Center site: http://nasa.webex.com/ .

2. Locate the meeting on the Welcome page, or in the left navigation bar click Attend a meeting>Browse meetings to view the meetings listed on the site.

   Note: To join an unlisted meeting, in the left navigation bar, click **Unlisted Meeting**. Enter the meeting number then click **Join Now**.

3. Click the **Join** link for the meeting you want to attend. *The Meeting Information page appears*.

4. Under **Join Meting Now**, enter your name, email address and the meeting password.

   Note: Check your invitation or registration confirmation email for the password. Contact your host if you cannot find it.

3. Click **Join Now**. *You are connected to the meeting.*

Additional Information

To learn more about how to schedule, join, or conduct a WebEx meeting, visit: https://www.odin.lmit.com/portal/ptdocvtm.html

For details on how to order an ODIN Secure WebEx seat, contact your local Outreach office or the ODIN IT Help Desk. https://www.odin.lmit.com/portal/ptcontacts.html